

Report for Week Ending 17 October 1956 from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Numbered Projects

No change

General Activity and Information

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██████████ and I met with the Chief, Graphics Register Division, and set up the project to improve the Division and Branch administrative files. The project will be started 22 October.

Completed evaluations on Employee Suggestions:

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ID-2421, Color Keyed Classification Stamps  
2534, Numbering Typing Spaces on Letterex Carbon Paper  
2554, Upper Case Slash Symbol for Typewriters

Submitted to Mr. ██████████ a proposal for a distribution list to disseminate management improvement literature.

Continued working with Reports Management Officers for Personnel, Logistics and Comptroller to assist them in developing their lists of reporting requirements. The lists for Logistics and Personnel are expected to be completed this week.

Received approval from the Payroll Branch, Office of Comptroller, to revise its Designation Authorization form for use by other offices. Use of this form will be cited in revised and new regulations which require reports or records on designations of authority.



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